

## MEETING TITLE: CHILD CARE COORDINATING COMMITTEE STEERING COMMITTEE

DATE: April 12, 2004

MEMBER ATTENDEES: Agda Burchard (Chair), Robbin Dunn (Co-Chair), Sherrie Cowan, Deanna Houck, Jean Bombardier, Beulah Holman, Lynne Shanafelt, Gary Burris (DCCEL), Glenda Olson and Frances Jorden (staff)

Guests: Beulah Holman, DOR

ISSUES	DISCUSSION	DECISIONS	FOR ACTION
<b>Introduction and review of agenda and minutes from 2/9/04 and 3/8/04</b>	<p>For the 02-09-04, there were minor spelling corrections and the committee added the following phrase to the Re-visioning discussion on page 2 of the minutes: Third paragraph now reads,” The feedback from “Group 2” will be integrated into the document, which will go back to Group 1 <i>or systems subcommittee for review.</i></p> <p>March 8 minutes had minor spelling corrections. It was also recommended to separate the member attendees and guests. Further review of this minute will be held during the May 10<sup>th</sup> full meeting.</p>	Approved Minutes for 02-09-04; did not approve the 03-08-04, will be presenting the March minutes to the Full committee meeting in May for approval.	
<b>Financial Reports</b>	<p>Needing clarification regarding the Page 2 of the report. CCCC SFY 2004 Disbursements paid thru February 29,2004. Several questions were asked:</p> <ul style="list-style-type: none"><li>✓ Why was Grove Consultant payment billed from this year’s budget? The service was rendered last fiscal year.</li><li>✓ Need specifics on the travel expenses i.e., who traveled when (?)</li><li>✓ There was an amount of 2,135.00 under the actual disbursement column on Jan/Feb with no explanation allocated to this amount.</li><li>✓ Gary Burris’ travel expense for the period of 01-23-</li></ul>		<p>Contacted DCCCL Headquarters to request clarification. Re:</p> <ul style="list-style-type: none"><li>-Grove Consultants billed CCCC after the fiscal year of 6/30/03. The payment was dispersed on 07/07/03.</li><li>-Frances to look at whether the Grove Consultant’s payment could be billed against last fiscal year’s budget.</li></ul>

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	04 (needs clarification as to why it was charged to CCCC)		<p>-Travel expense: There were five members who regularly use the travel authorization to attend the meeting.</p> <p>-Gary will look into the travel expense he incurred under CCCC on 01-23-04.</p> <p>-For the amount of 2,135.00, will provide report during next meeting. Frances will be checking in with the ESA' fiscal staff for the explanation of this amount.</p> <p>-Frances to bring a revised financial report next Steering Committee Meeting.</p>
<b>Membership</b>	<p>Rebecca Adrienne from the Stakeholder position representing labor will share the position. Needs to be back on the membership matrix.</p> <p>Linda Tyner is also interested in continuing in the membership position under the Family Child Care Provider. Needs to be back on membership matrix.</p> <p>Positions that are currently available:</p> <ol style="list-style-type: none"> <li>1. At large</li> <li>2. Center Child Care Provider</li> <li>3. Higher Education</li> <li>4. Tribal</li> <li>5. Labor (for ½ position)</li> <li>6. Parent (subsidized)</li> </ol>		<p>To date, Linda has not been an active FCC provider. Put her back on membership and reconsider position qualifications at a later date.</p>

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	<p>Reviewed four applications:</p> <ul style="list-style-type: none"> <li>- Mary Seaton for Higher Education or At-large,</li> <li>- Kiersten Patrick for At-large,</li> <li>- Huda Swelam for Tribal, and</li> <li>- Laurie May for Center Child Care Provider.</li> </ul> <p>The committee approved the following slate:</p> <ul style="list-style-type: none"> <li>- Huda Swelam—approved for Tribal position,</li> <li>- Laurie May—approved for Center Child Care Provider,</li> <li>- Jean Bombardier—approved until 06/30/04 and the new three-year term,</li> <li>- Mary Seaton or Kiersten Patrick for At-large.</li> </ul> <p>Slots that are expiring soon:</p> <ol style="list-style-type: none"> <li>1. School-Aged Care</li> <li>2. Health Professional</li> <li>3. WAEYC</li> <li>4. Higher Education</li> <li>5. School District</li> <li>6. Campus Child Care Provider</li> <li>7. Citizen Group</li> <li>8. Head Start/ECEAP</li> <li>9. Employer-Provided Child Care</li> <li>10. Teen Parent.</li> </ol>	<p>Applicants Mary Seaton and Kiersten Patrick will be invited to the next full committee meeting and will be given a five-minute presentation.</p>	<p>Add new members to the membership matrix. Extend Jean Bombardier.</p>
<p><b>Re-visioning Updates</b></p>	<p>The notes on March 23, 2004 meeting were distributed as well as the CCCC current and proposed structure. The Systems Subcommittee will meet on April 21, 2004 at the School's Out WA in Seattle to review the current and proposed structure.</p> <p>Concerns that were discussed: Some of the subcommittees focus on specific topics, with the re-visioning, where will</p>		<p>Systems subcommittee will work on these issues before the May 10<sup>th</sup> meeting.</p>

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	members of and work of specific subcommittees go?		
<b>Subsidy Subcommittee</b>	Reported that the committee met last week to discuss the decreased caseload issue re. Access to subsidies? Next Step--- The subsidy subcommittee will be arranging a meeting with the representative of ESA's subsidy and also to meet with Deb Bingaman and Rachael Langen regarding the concerns around subsidy payments and access to subsidy.	There may be two separate meetings that could be a back-to-back meeting, one for the access issue and the other for the policy/implementation issue.	Next Step--- The subsidy subcommittee will be arranging a meeting with the representative of ESA's subsidy and also to meet with Deb Bingaman and Rachael Langen regarding the concerns around subsidy payments and access to subsidy.
<b>Every Child Matters</b>	Working on voters' registration and voters' education. <a href="http://www.everychildmatters.org">www.everychildmatters.org</a> .		